

Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING MINUTES
September 13, 2023

Present: Peter Basiliere, Chair, Planning Board Representative
Patricia Kenyon, Secretary, CIP Member
Bill Cooper, Facilities Coordinator, School District Representative
Dana Dahl, CIP Member
Kathy Parenti, Library Trustee Representative
Michael Thornton, CIP Member
John Andruszkiewicz, CIP Member
Susan Smith, Planning Board Representative
Paul Bartolomucci, CIP Member
Terrence Dolan, Community Development Director

Recording Clerk: Jane Hesketh, Community Development

Meeting Agenda

1. Call to Order
2. Review and Approval of Mtg. Minutes: 08/23/2023
3. Presentation of Requests:
 - a. Leo Lessard, Director, Department of Public Works
4. Continued Committee Discussion on Definitions, Project Evaluation & Scoring Criteria
5. Upcoming Meetings: 09/20/2023, 09/27/2023
6. Other Business
7. Adjournment

Call to Order

Peter Basiliere called the meeting to order. He stated the agenda calls for a review of the meeting minutes first, but he would prefer to start with the Department Presentations. He then turned to Leo Lessard, Director of Public Works to make his presentation.

Department Presentations

a. Department of Public Works (DPW), Leo Lessard, Director

1. Town Hall Repair and Maintenance Program – HVAC Replacement

Director Lessard said he is in the process of getting prices for this; therefore, the exact price will not be available until October 3rd. He continued by saying it was put out to bid 2 years ago with the cost being \$1.2 million and it is a big job; it will be costly. Susan Smith asked if the project can begin with the money that is available. L. Lessard said no, it cannot be done.

P. Basiliere asked if L. Lessard could briefly describe what the project involves. L. Lessard: the attic in Town Hall currently contains the older equipment and all of this needs to be removed which is a difficult process due to lack of access; the cooling system on the roof needs to be removed in order to install the newer system which brought up the question of whether or not the roof will be strong enough to carry the extra weight (L. Lessard feels it will be but a

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5 **Department Presentations**

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7 **a. Department of Public Works (DPW), Leo Lessard, Director**

8
9 **1. Town Hall Repair and Maintenance Program – HVAC Replacement**

10 structural engineer needs to evaluate this which is an additional cost); a number of ceiling tiles will need to be
11 removed to install the new ducts; the foyer area needs to be updated; the auditorium is completely separate and can
12 be updated later on. Life expectancy for the new system will be 50-75 years.

13
14
15 P. Basiliere to summarize, the project involves removing all the old systems and completely replacing them. He
16 went on to say a project of this scope may well be disruptive to the employees in Town Hall; therefore, what is the
17 plan to move employees. L. Lessard explained as each department is under construction employees will be move to
18 the Auditorium and other available areas not under construction. It will be done on a rotating basis. P. Basiliere
19 added the project cost will need to include labor costs for the moving of employees as well as the documents that
20 each department uses. P. Basiliere: an idea could be to move the documents to another secure location (documents
21 that are not needed right away). L. Lessard explained these documents could be left in place, covered and then
22 moved aside to make way for where the construction will be done; the move for documents may not need to be done
23 in a large scale.

24
25 Paul Bartolomucci asked if this would affect MACC Base. L. Lessard said it would not.

26
27 Patricia Kenyon asked who the engineer is and L. Lessard said he would get that information. P. Kenyon then asked:
28 does the system currently work? L. Lessard explained it does but not well; one department may be hot and the other
29 will have cooling and then in the winter it could be the opposite; last year repair expenditure was high.

30
31 John Andruszkiewicz to Leo Lessard: what was the cost for repairs last year? L. Lessard: about \$8,000. There was
32 more discussion about the current system and the problems with it.

33
34 Terrey Dolan asked if the file cabinets in the back of Community Development do not have to be moved that would
35 be beneficial. L. Lessard said they may not have to be. Discussions continued about the process for moves and the
36 installation of the pipes for the Natural Gas.

37
38 P. Kenyon asked about the time frame for the project. L. Lessard: there is no time frame; the bid first needs to be
39 accepted and whoever gets the job will need months to get the materials. L. Lessard added that once the project
40 starts he estimates it will take 4-6 weeks for completion. Bill Cooper added that would be after the Warrant Article
41 passes; L. Lessard that's correct. J. Andruszkiewicz asked about the structural evaluation of the roof and if that
42 information will be available before a bid is accepted. L. Lessard: yes that will have to happen; a structural engineer
43 will need to be hired since the Town engineer is not structural.

44
45 P. Kenyon asked about the process for removing equipment from the attic. L. Lessard: some streets may be blocked
46 off because there will need to be a crane to do this.

47
48 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.

49
50
51 **2. Bridge Repair/Upgrade Capital Reserve**

52
53 Director Lessard explained this project is about the Capital Reserve fund specifically for bridge repairs. L. Lessard:
54 currently there is approximately \$550,000 in the fund; there are 15 out of 18 bridges in town that need work.

55 P. Basiliere: feels this should not be a CIP project; it is a funding request to put money into a bank account and not
56 withdrawing money to be used on a project so it doesn't belong on the CIP. This topic was debated among the
57 members; it was agreed that it will need a Warrant Article. P. Basiliere: this is something possibly for the Budget
58 Committee. The topic of bridge repairs and state ranking was discussed.

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5 **Department Presentations**

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7 **a. Department of Public Works (DPW), Leo Lessard, Director**

8
9 **2. Bridge Repair/Upgrade Capital Reserve**

10
11 P. Kenyon asked is there a bridge project scheduled? L. Lessard: yes, Mason Rd. which has been designed. The
12 State is paying 80% of the project cost with the remaining 20% coming from Capital Reserve. L. Lessard: cost for
13 this project is over \$1 million. It was noted and questioned if a Warrant Article is needed for this bridge repair. The
14 Warrant Article question was a continued topic for discussion. It was agreed if money is being used from Capital
15 Reserve it should be a Warrant Article.

16
17 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.

18
19 **3. Truck, 36K GVW (Replace 2005 Sterling Vehicle)**

20
21 This was a Warrant Article last year. L. Lessard explained it is a 6 wheeler that is 17 years old, but a 10 wheeler is
22 actually needed. Therefore, this request is to purchase the larger size truck. Director Lessard explained the need for
23 the 10 wheeler vs a 6 wheeler: it will hold more salt and can stay on the road longer for plowing; one 10 wheeler
24 will replace the use of three 6 wheelers to do the work scheduled for the Water Department. The larger truck hauls
25 more material. This is a request for 2024. The hope is to install a better watering system for the trucks to clean off
26 the salt which is big problem. It is expected to take at least a year for delivery on a vehicle once it is ordered.

27
28 P. Kenyon asked if the size of a 10 wheeler would fit on the narrower streets. L. Lessard: no, the size (width) is the
29 same as the 6 wheeler, only difference is the truck can stay out longer for plowing and can haul larger loads which
30 will require less back and forth driving (more time in the field). P. Kenyon also asked if the weight of a 10 wheeler
31 would be a problem on the roads especially in view of the larger (heavier) loads. L. Lessard: no, this will not be a
32 problem.

33
34 Susan Smith asked: in view of the prospect of upgrading the efficiency for the fleet of trucks, will a 10 wheeler then
35 allow for fewer trucks in the fleet? Leo Lessard: cut the routes down; probably not, but it can be looked into; the 10
36 wheeler can hold more which means more salt so the trucks can stay out longer and get done faster, but the routes
37 will stay the same. This topic was discussed further and various scenarios were pointed out as examples in regards to
38 increasing the efficiency with the larger trucks. Mike Thornton pointed out with an increased fleet during the
39 summer more of the road work can be done internally so there is a trade-off.

40
41 Susan Smith: since CIP uses current prices, will the cost for the all 3 trucks be the same? L. Lessard: no because the
42 trucks will be purchased at different times; the truck costs he estimated based on inflation.

43
44 Patricia Kenyon asked what will happen to the 2005 vehicle. L. Lessard: this will be disposed of but he feels that
45 one of the older 6 wheeler trucks should be kept.

46
47 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.

48
49 **4. Truck, 58K GVW (Replace 2008 International D/S/P/W)**

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51 Leo Lessard explained this is the same as the previous request, but is for 2025. Ideally it would be beneficial to have
52 a 7 year rotation on all vehicles in the fleet; lease/buy/payoff then keep for 15 years or so. This topic was addressed
53 with examples given. Resale of older trucks was discussed; the resale value on equipment does level off at a stable
54 rate. There are currently nine 6 wheeler trucks in the fleet.

55
56 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.

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5 **Department Presentations**
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7 **a. Department of Public Works (DPW), Leo Lessard, Director**
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10 **5. Milford Swing Bridge Rehabilitation Project**
11

12 Pete Basiliere noted this is a project that is already completely paid for. This is being paid for by the state. The
13 project is slated for 2024. It was on the CIP last year and was removed from the list. There will be no costs involved
14 for the town. P. Basiliere confirmed this will not be a project for CIP review.
15

16 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.
17

18 **6. Replacement of 2002 Caterpillar/Loader (or similar)**
19

20 Leo Lessard: This is 24 years old. The project is slated for 2026. It is a vehicle that is used during snow storms. The
21 won has invested a great deal of money into this vehicle. It does need a cab, but L. Lessard does not want to spend
22 the money right now because it is so old and it is not used on a regular basis. With the pipe work it is being used
23 more often. There is a small Backhoe available.
24

25 Bill Cooper asked what the cycle could be. Leo Lessard: in the industry it is usually 10 years, but he is willing to
26 push that out. Bill Cooper: is it worth pushing it out in view of the maintenance costs. L. Lessard: ultimately, the
27 vehicle can be put aside and not used or a rental can be used.
28

29 The cab is very rusted but Leo Lessard is not too concerned for use this year, but it needs to be replaced. Susan
30 Smith asked if he wanted to trade this off with the truck replacement project and Leo Lessard said he would not
31 because he needs to truck more.
32

33 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.
34

35 **7. Truck, 36K GVW (Replace 2009 International D/S/P/W)**
36

37 L. Lessard: this is another truck replacement and will be a 10 wheeler. It is a project for 2026. The committee agrees
38 it makes more sense to have larger trucks. L. Lessard: he stated he prefers Mack Trucks because of the performance
39 and durability.
40

41 S. Smith asked about the number of trucks in the fleet. M. Thornton pointed out it was previously stated as nine
42 trucks. The spread sheet showing the trucks in service was reviewed and L. Lessard explained what types of trucks
43 were shown on the spread sheet. L. Lessard pointed out the life cycle is shown as 10 years and he said he can push
44 that back to 15 years.
45

46 K. Parenti stated that with regular maintenance the life span can be longer. L. Lessard: he certainly hopes so with
47 regular maintenance. The subject of why there is no financial return when an older truck is replaced was brought up.
48 It was stated perhaps this should be looked into. It was pointed out the trucks are very old when they are replaced.
49 L. Lessard went back to the previous conversation about a rotation schedule. This was discussed further by the
50 committee especially in regards to obtaining a trade-in value on trucks being replaced.
51

52 Chair asked if there were any more questions, there were none and the meeting moved ahead to the next project.
53

54 **8. Replace Town Hall Roof**
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56 L. Lessard: this was in the CIP last year, but he dropped it because he did not like the price that was given. In
57 addition, he was not sure if the roof needed to be replaced then. He went to say that after inspection of the flat top
58 roof, he feels it will need to be replaced within the next 5 years. Research has started on finding a contractor. He
59 noted the engineer who looked at the roof 4 years ago will be contacted again. L. Lessard hopes to have this ready
60 for next year's CIP.

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9
10 **8. Replace Town Hall Roof**

11
12 P. Basiliere stated this should be part of the CIP this year. Even though there is no exact cost right now, L. Lessard
13 said he can give a rough estimate. The material for the roof was discussed and L. Lessard said it is the shingle
14 portion of the roof that needs to be replaced. The rubber roof was replaced 3 years ago.

15
16 Chris Labonte asked if replacement of the windows in Town Hall has been looked into. L. Lessard: at this time it
17 has not, but this is a project that needs to be looked at.

18
19 It was agreed the roof replacement will be submitted as a CIP project.

20
21 **9. Reconstruction of Town Roads**

22
23 Chris Labonte: last year there was a Warrant Article for \$400,000 for road construction; he questioned if there
24 should be a Warrant Article this year. The committee discussed this topic.

25
26 S. Smith: should there be a Capital Reserve fund for road repairs. P. Bartolomucci noted there would need to be an
27 increase in the town budget. The idea of a Capital Reserve fund was addressed along with the financing for roads. L.
28 Lessard: the line item for this should be budgeted at \$700,000; examples were given of what other towns are
29 budgeting for and it is substantially more than Milford. C. Labonte asked about which Department pays for road
30 repairs when pipe work is being done by the Water Department. L. Lessard explained this by saying it is shared.
31 The topic of the Warrant Article was addressed again along with the need for a CIP project.

32
33 **10. Replacement of the Pillsbury Bandstand Roof**

34
35 L. Lessard: he feels this is a town facility and he feels this should be in a Warrant Article. There have been fund
36 raisers to replace that brought in \$40,000 towards the cost of \$90,000. He will submit a CIP project request.

37
38 S. Smith: is the cost for the project shown as \$90,000 or \$50,000. P. Basiliere: it will be shown as \$90,000 with the
39 funding from the fundraiser as an offset to the cost.

40
41
42 As a side note, Mike Thornton brought up the subject of cemetery land and if it is part of the DPW to acquire
43 additional land that is currently needed for the town to create a new cemetery. M. Thornton then gave details on the
44 development of a cemetery and the laws that govern it. There was discussion about the Brocks property. There is a
45 need for this within the next 5 years. M. Thornton noted it has been recommended internment needs to begin within
46 8 years in the new cemetery; given the length of time it takes to develop a cemetery he is requesting a plan be
47 established now. The plan needs to state that within the next 3-5 years a cemetery plan needs to be established along
48 with a decision on the land as well as construction being started so internment can begin in 8 years. P. Basiliere: his
49 recommendation is that the Cemetery Trustees need to address this with the BOS because it is town property, town
50 resources and it is not a capital investment. He provided further information on how to proceed with this project.
51 M. Thornton said thank you for the information and providing guidance.

52
53 Chair asked if there was anything further.

54
55 L. Lessard added he will submit two additional CIP requests; Town Hall Roof and Bandstand Roof.

56
57 Terrey Dolan informed the committee the Water Department, Jim Pouliot, met with Lincoln Daley, Town
58 Administrator. From this meeting, the 7 Water Department projects were consolidated into 5 and priorities
59 established. T. Dolan will provide the updated requests to the committee. These projects will be addressed at the
60 next meeting on 9/20/2023; Leo Lessard will also attend the next meeting.

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6 **Committee Discussion on Definitions, Project Evaluation & Scoring Criteria**
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8 P. Basiliere asked what needs to be done with project evaluation definitions. T. Dolan: The past 2 meetings this was
9 not addressed so it can be moved to the next meeting.
10

11 **Review and Approval of Mtg. Minutes: 08/23/2023 Mtg.**
12

13 It was requested that size of the font remain consistent in the minutes; page 2.
14

15 P. Basiliere asked if there were any additions or changes. There were none. He asked for a motion to approve
16 minutes of 8/23/2023. Susan Smith made a motion to approve and Mike Thornton seconded. All were in favor.
17

18 **Upcoming Meetings: 9/20/2023, 9/27/2023**
19

20 Meeting of 9/20/2023 will be back in the BOS Room.
21

22 **Other Business**
23

24 Susan Smith asked why the Warrant Article from last year for road repairs was not on the CIP. C. Labonte feels that
25 it should be. M. Thornton: he expressed his disappointment from last year when the BOS made the decisions before
26 CIP had an opportunity to make their presentation; his hope this year that will not happen if the CIP can meet their
27 schedule. T. Dolan: the CIP recommendations need to go to the Planning Board first so time needs to be made for
28 this. Susan Smith asked C. Labonte a question about the Town Budget. He said he has not seen that yet.
29

30 **Adjournment**
31

32 Chair Basiliere made a motion to adjourn and all were in favor. Meeting adjourned at 8:17 p.m.